



United States Fish & Wildlife Service

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12/16/2003

Memorandum

From AD-Budg, Planning & Hum Res
Subject TSP Quarterly Participant Statements

Expiration Date: December 31, 2003

ATTENTION: ALL TSP PARTICIPANTS

If you participate in the Thrift Savings Plan (TSP), you should receive your Quarterly Participant Statement in the mail in the next few days. A “yellow” form, **Request to Have Participant Statements Mailed** will be included. This form is included to inform participants that future Participant Statements will no longer be mailed automatically. However, quarterly statements will be available for viewing and printing from the TSP website at www.tsp.gov.

If you have not received the current Quarterly Participant Statement and want to continue to receive quarterly statements in the mail, you will need to make your request by the first day of the month in which the statement period ends. (Statement periods end March 31, June 30, September 30, and December 31.) The next participant statement will be mailed in mid-January. Therefore, you must return the form **no later than December 1, 2003** to the TSP Service Center or make your request via the TSP website at www.tsp.gov, Account Access section, or the Thriftline at (504) 25-8777 (TDD, 504-255-5113).

Our mission is working with others to conserve, protect, and enhance, fish, wildlife, and plants and their habitats for the continuing benefit to the American people.